



**BALLROOM INFORMATION**  
**Ballroom Rental Fees – 4 Hour Event**

**January, February and March**

Monday, Tuesday & Wednesday: \$1,800.00

Thursday: \$2,000.00

Friday: \$2,500.00

Saturday: \$3,000.00

Sunday: \$2,500.00

**April, May, June, July, August, September, October, November and December**

Monday, Tuesday & Wednesday: \$1,800.00

Thursday: \$2,200.00

Friday: \$3,000.00

Saturday: \$4,000.00

Sunday: \$2,500.00

New Year's Eve: \$4,500.00

\*\* Plus 6.625% NJ Sales Tax for ballroom rental

**Payment Information**

- Required Deposit: \$2,000.00 – Grand Ballroom
- Non-refundable, non-transferrable deposit includes \$500.00 security deposit
- Checks payable to “Collingswood Foundation for The Arts” or “CFFA”
- Security Deposits of \$500.00 will be refunded within 2 weeks of the event pending a satisfactory inspection of the Ballroom.
- Cleaning Fee: \$250.00 if applicable
- Final Payment is due 2 weeks before the event as well as final floor plans, event timeline and final guest count.

**Additional Hour Rates**

- Two (2) hour are allotted before the scheduled event start time for set-up. If additional time is needed, the fee is \$200.00 per hour.

**Ball Rental Fee includes:**

- Ballroom and Mezzanine levels
- 18 High-top tables
- Ten 8' Auction/Vendor tables (if applicable for your event)
- Dining seating for up to 400 guests
- Audio system
- Podium and staging (if needed)
- House staff set-up and break-down

### **Beverage Packages**

- Bar Alcohol and Service Packages starting at \$27.00 per person
- Beer & Wine Only Packages starting at \$16.00 per person
- Beer & Wine and Signature Drink Package starting at \$18.00 per person
- Soda Packages starting at \$7.00 per person

\*\*Plus 6.625% NJ Sales Tax and 20% Staffing Fee

### **Additional Customized Services**

#### **Audio Visual**

- AV Equipment & Projector: \$500.00 includes microphone and podium. Stage and screen provided at no extra cost.
- AV Tech is an additional \$360.00

#### **Lighting (all specialty lighting is to be done by the Ballroom exclusively)**

- Ambient Up-Lighting: \$300.00 for 12 up-lights
- Pin spotlight: \$10.00 per table
- Projected Ceiling Lights (stars, snowflakes, etc): \$100.00 per light

#### **Rentals**

- Coat Room Attendant fee is \$75.00 (if applicable)
- Chair Covers: Approximately \$7.50 per chair
- Chiavari Chairs (choice of 15 colors): \$9.00 - \$12.00 per chair
- Specialty Fabric Linens upgrade: \$8.00 - \$21.00 per linen, based on selection

\*\*All items are subject to 6.625% NJ Sales Tax)

**\*\* All outside vendors must be licensed, insured, and approved prior to scheduling\*\***

## **Premium Bar Package**

**\$24 per person plus 6.625% NJ Sales Tax and 20% Staffing Fee**

### **Choice of Any Two Draft Beers:**

Budweiser, Bud Light, Coors Light, Heineken, Miller Lite, or Yuengling

Flying Fish: Hopfish IPA, EPA

Yards: Brawler, Extra Special Ale or IPA

Tonewood: contact us for options

### **Spirits included:**

Absolut, Three Olives Cherry, Tito, Bacardi, Captain Morgan, Malibu, Myers Dark Rum, Tanqueray, Dewar's, Johnny Walker Red, Seagram's VO, Jack Daniels, Jim Beam, Southern Comfort, Old Bushmills, Sauza Gold, Courvosier VS, Amaretto, Kahlua, Sweet & Dry Vermouth, Bailey's, Peach Schnapps, Sour Apple, Crème de Cacao, Crème de Menthe, Blue Curacao, Triple Sec, and Watermelon Pucker

### **Wines Included:**

Cabernet, Chardonnay, Merlot, Pinot Grigio, and White Zinfandel

\*\* All bar mixers and garnishes are included

## **Grand Bar Package**

**\$27 per person plus 6.625% NJ Sales Tax and 20% Staffing Fee**

### **Choice of Any Two Draft Beers:**

Budweiser, Bud Light, Coors Light, Heineken, Miller Lite, or Yuengling

Flying Fish: Hopfish IPA, EPA

Yards: Brawler, Extra Special Ale or IPA

Tonewood: contact us for options

### **Spirits Included:**

Stolichnaya, Stolichnaya Orange, Stolichnaya Vanilla, Three Olives Cherry, Grey Goose, Tito, Bombay Sapphire, Captain Morgan, Cruzan Light Rum, Malibu, Meyer's Dark Rum, Johnny Walker Black, Johnny Walker Red, Patron, Jose Cuervo Gold, Crown Royal, Jameson, Makers Mark, Southern Comfort, Courvosier VSOP, Disaronno Amaretto, Sweet & Dry Vermouth, Bailey's, Chambord, Cointreau, Grand Marnier, Kahlua, Midori, Blue Curacao, Crème de Cacao, Crème de Menthe, Peach Schnapps, Sour Apple, Triple Sec, and Watermelon Purcker.

### **Wines Included:**

Cabernet, Chardonnay, Merlot, Pinot Grigio, and White Zinfandel

\*\* All bar mixers and garnishes are included

## **Beer and Wine Package**

**\$15 per person plus 6.625% NJ Sales Tax and 20% Staffing Fee**

Package includes the following:

**Wine** (All 5 Wine Options Included)

- Chardonnay
- Pino Grigio
- Merlot
- Cabernet
- White Zinfandel

**Beer** (Choice of 2 Draft Beers)

- Budweiser
- Bud Light
- Coors Light
- Miller Lite
- Heineken
- Yuengling

**Specialty Beer (Limited Availability – Please contact us for details)**

- Flying Fish: Hopfish IPA, EPA
- Yards: Brawler, Extra Special Ale or IPA
- Tonewood: Contact us for options

\*\* Soda, Juices and Garnishes Included

## **List of Approved Caterers**

### **Anthony & Cleopatra Catering**

2379 Black Horse Pike  
Williamstown, NJ 08094  
(856) 629-2211  
[www.anthonyandcleopatracaterers.com](http://www.anthonyandcleopatracaterers.com)

### **Andreotti's Catering**

1601 Chapel Avenue West  
Cherry Hill, NJ 08002  
(856) 795-0172  
[www.andreottis.com](http://www.andreottis.com)

### **Due Amici Catering**

2114 Branch Pike  
Cinnaminson, NJ 08077  
(856) 303-8828  
[www.dueamicinj.com](http://www.dueamicinj.com)

### **McFadden's Catering**

831 Stone Road  
Laurel Springs, NJ 08021  
(609) 820-0200  
[www.lakesidemanor.com](http://www.lakesidemanor.com)

### **Greenwald Caterers**

411 E. 8<sup>th</sup> Street  
Lakewood, NJ 08701  
(732) 370-8300  
[www.greenwaldcaterers.com](http://www.greenwaldcaterers.com)

### **Sensational Host**

3030 Route 73 North  
Maple Shade, NJ 08052  
(800) 808-CHEF  
[www.sensationalhost.com](http://www.sensationalhost.com)

### **Summit Catering**

428 Kelley Drive, Suite C  
West Berlin, NJ 08091  
(856) 768-8003  
[www.summitcatering.com](http://www.summitcatering.com)

### **LaScala Catering**

204 Kings Highway North  
Cherry Hill, NJ 08034  
(856) 651-9241  
[www.eventsbylascalas.com](http://www.eventsbylascalas.com)